

SAMPLE REGULATION FOR OPERATING
AN AREA REPORTS MANAGEMENT PROGRAM

REPORTS MANAGEMENT

1. PURPOSE

Reports are vital to our Agency mission and to the efficient administration of our internal affairs. Also, reports make up a large portion of our paperwork. For these reasons we are obligated to assure that essential reports of the right type and highest quality meet our needs efficiently and economically. Such assurance can result from a systematic continuing review of our requirements for reports. This regulation therefore, provides for this review and for the coordination of our reports management objectives with those of other Agency components.

2. PROGRAM OBJECTIVES

The (component's title) Reports Management Program shall be continued to ensure that:

- a. Reports provide adequate, accurate and timely data for the purposes required.
- b. Reporting workloads are minimized and restricted to the capabilities of preparing and using components; and that peakloads and overtime are avoided.
- c. Only essential reports are established or continued.
- d. Reports are appropriate to the missions of using components; and that preparing components are the best sources of the data.
- e. Reporting procedures and systems are simple and orderly.
- f. Instructions, definitions, and forms are clear and complete.
- g. Existing sources of information are publicized.

3. DEFINITIONS

- a. Report An account or statement of information in written narrative, tabular, punch card, or graphic form, transmitted from one organizational element to another in response to an expressed or assumed need for information.

- (1) Administrative or Management Report. A report that provides for administrative or management control over an activity or operation, as distinguished from an operational or intelligence report.
- (2) Recurring Report. A report for which there is a standing requirement for its submission. It may be either a periodic report which conveys essentially the same type of information at prescribed intervals (daily, weekly, monthly, etc.), or a situation report which is prepared on each occurrence of an event of certain prescribed characteristics (e.g., report of an accident).
- (3) External Report. A report required from, or prepared for, any organization outside the (component's title).
- (4) Reports Management Officer. The official responsible for operating the (component's title) Reports Management Program.
- (5) Reports Control Symbol. An identifying symbol assigned to an approved reporting requirement.

PROGRAM ADMINISTRATION AND SCOPE

- a. All organizational elements of the (component's title) shall take part in the program. Each Division and Staff Chief shall establish measures to control and improve intra-division or staff reports, and to coordinate requirements for all other reports with the Reports Management Officer. Under this concept division and staff programs can be tailored to meet specific needs, with top level support and guidance being furnished for the control and improvement of external and inter-division or staff reports. The Reports Management Officer and a representative from each division and staff shall comprise a panel to review requirements for external and inter-division or staff reports.
- b. With the exception of the types of documents listed in Attachment 1, the (component's title) Reports Management Program shall cover all recurring administrative or management reports:
 - (1) Submitted within the (component's title).
 - (2) Received from or submitted to other headquarters components, domestic or overseas field installations, or organizations, Federal or private outside the Agency. Emphasis shall thus be placed on managing all recurring reports, whether prepared voluntarily, upon request, or by direction. However, this should not preclude the screening and reviewing of requests for one-time reports, if by such examination non-essential or inadequate reporting can be prevented.

5. POLICIES

- a. Report Directives. Requirements for reports and recissions thereof shall be stated clearly and completely in writing.
- b. Essentiality. Reports shall be required only to collect essential information, as distinct from that which is merely interesting or informative.

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- c. Duration and Frequency. Reporting requirements shall be continued only as long and submitted only as frequently as circumstances dictate.
- d. Consolidation. Related reports in the same subject matter area shall be consolidated wherever possible.
- e. Summarization. Reports shall be summary in nature insofar as practicable, and devoid of unnecessary detail.
- f. Economical Procedures. Reporting procedures shall be as simple and direct as possible. Existing basic records shall be employed as sources to the fullest extent. Methods of preparing and transmitting reports shall be the most economical consistent with the end use of the required information. Reports that are self identifying shall be forwarded without transmittal correspondence.
- g. Creation Control. The following controls shall be maintained:
 - (1) Each proposal to establish or revise a requirement for an external or inter-division or staff report shall be cleared through the Reports Management Officer.
 - (2) Each approved requirement for a report shall be assigned a reports control symbol. Reports exempted from control shall be so identified. Reports control symbols or exemption statements shall be cited in report directives and in reports submitted accordingly. Personnel receiving a report directive which does not cite either a reports control symbol or an exemption clause shall so notify the Reports Management Officer and defer complying with the directive pending notification that the reporting requirement has been approved by appropriate authority.
- h. Reappraisals. Existing reporting requirements approved in accordance with this regulation shall be reappraised at least annually. New or revised requirements shall be reappraised initially within from three to six months after submission of the first report and annually thereafter.

6. RESPONSIBILITIES

a. Each Division and Staff Chief shall:

- (1) Ensure that an active program for controlling and improving reports is carried out within his organization.
- (2) Designate a person to represent his organization as a member of the (component's title) Reports Review Panel. The person selected should have a broad knowledge of his organization's reporting activities and requirements and be in a position to act on administrative matters. The name of this person shall be furnished the Reports Management Officer.

b. The Reports Management Officer shall:

- (1) Direct and coordinate the Program by providing staff guidance and all basic plans, policies, and procedures.
- (2) Review and coordinate for approval by the Reports Review Panel all requirements for external and inter-division or staff reports.
- (3) Assign reports control symbols to approved requirements for inter-division or staff reports, and identify those reports exempted from control.
- (4) Coordinate requirements for external reports with the Deputy Director's Reports Management Officer.
- (5) Serve as Chairman of the (component's title) Reports Review Panel, and as a voting member of the Deputy Director's Reports Review Panel.
- (6) Conduct studies and reappraisals of, maintain records on, and publish lists of requirements for external and inter-division or staff reports.

7. PROCEDURES

a. Request for Approval of a New or Revised Reporting Requirement. Any proposal to establish or revise a requirement for an external or inter-division or staff report shall be submitted to the Reports Management Officer. The originator shall submit the following material:

- (1) An original and two copies of Form No. 142 (Attachment 2).
- (2) An original and one copy (in draft form) of the proposed report directive, including all forms, instructions, and procedures proposed to be issued.
- (3) Any additional supporting material that will assist approving officials with their review.

If the proposal concerns an external report, the Reports Management Officer shall place his recommendations on two copies of Form No. 142 submitted to him, and forward them with a copy of all supporting material to the Deputy Director's Reports Management Officer.

b. Transmitting Copies of Directives. Immediately upon issuing a directive which initiates, revises, or rescinds a requirement for an external or inter-division or staff report, the originator shall forward a copy of the directive to the Reports Management Officer. The Reports Management Officer shall forward to the Deputy Director's Reports Management Officer a copy of each directive concerning an external report.

U. R. WRIGHT
Director of (Component)

Attachments:

1. Types of Reports Approved For Release 2006/11/13 : CIA-RDP75-00399R000100010032-1
2. Form No. 142, Request for Approval of a New or Revised Reporting Requirement.

TYPES OF REPORTS AND DOCUMENTS EXEMPTED
FROM THE REPORTS MANAGEMENT PROGRAM

1. Formal reports of audit, survey, or investigation by administrative bodies appointed for that purpose. However, recurring reports initiated by such bodies to obtain data are not exempt.
2. Comments and/or concurrences as part of routine clearance of proposed actions, requisitions, or publications.
3. Agency budget requirements:
 - a. The annual estimate or request for funds required by law. This exemption does not include periodic collections of data used to develop or supplement budget estimates or fund requests.
 - b. Reports upon apportionment and allocation of appropriated funds.
4. The following operating documents:

Accounting records	Identification
Affidavits	Leases
Agreements	Liens
Announcements	Oaths of office
Applications or requests	Payrolls
Authorizations	Permits
Bids	Performance bonds
Bills of lading	Receipts
Certifications	Receiving-and-inspection forms
Claims	Requisitions
Bills	Sales slips
Contracts and initial	Shipping orders
allied papers	Specifications
Depositions	Statements of witnesses
Guarantees	

This exemption covers only the actual operating documents themselves. Reports concerning progress in preparing, numbers processed, etc., are not exempt.